

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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November 9, 2007

Subject: Call for Projects - TDA Article 3 Bicycle and Pedestrian Program for FY 2008/09

To: City or County Officials:

C/CAG is pleased to issue a “call for projects” for the FY 2008/09 Transportation Development Act (TDA) Article 3 Program. Agencies are invited to submit applications for pedestrian and bicycle related projects. An agency can submit up to a maximum of three (3) applications. Available funding for this cycle is approximately \$600,000. The exact fund amount will be determined by February 2008. Funds for FY 2008/09 TDA Article 3 program will be available to selected projects beginning July 1, 2008 and will expire in three (3) years.

This TDA Article 3 FY 2008/09 cycle will focus on smaller-sized projects and funding will be limited to \$100,000 or less per project. Jurisdictions with larger-sized projects should not submit an application for this cycle but rather defer the application to subsequent cycles.

Completed application along with all the required materials must be received at the C/CAG office by **Friday, January 11, 2008, at 5:00p.m.** The application form is enclosed and an electronic version of the form is also available at the C/CAG website at <http://www.ccag.ca.gov>.

A workshop for all potential project sponsors will be held within the next couple of months. The date and location of the planned workshop will be announced separately. Attendance in this workshop will enhance the project sponsors chance of having their projects selected, as the workshop will provide complete and detailed information on how to meet all the application requirements.

The Metropolitan Transportation Commission (MTC) directly administers these funds. Your application should show how the proposed project could demonstrate one or more of the 12 objectives established by MTC. These objectives are detailed on pages 6 and 7 of MTC Resolution 875. A summary of the objectives is as follows:

1. Elimination or improvement of an identified problem area.
2. A continuous interconnected route to activity centers where it did not previously exist.
3. Secure bicycle parking facilities.
4. Provisions that facilitate bicycle/transit trips.
5. Maintenance of Class I bikeways or restriping Class II bicycle lanes.
6. Projects identified in a comprehensive local bicycle or pedestrian plan.
7. Enhancing bicycle or pedestrian commuting.

8. Supporting jurisdictions that promote safety, information, and facility maintenance.
9. Local support for bicycle and pedestrian projects.
10. Regional continuity.
11. Bicycle safety education.
12. Comprehensive bicycle and pedestrian facilities plans.
13. Signage to identify bicycle routes.

The C/CAG BPAC encourages and will give priority to funding projects that establish basic services before they give consideration to the provision of amenities and project frills.

The evaluation and selection of projects for funding will be based on the numerical score (see attached scoring sheet) after careful review of the information contained in the written application, the oral presentation of the project before the C/CAG Bicycle and Pedestrian Advisory Committee, and/or information gathered from a site visit of the proposed project. The Bicycle and Pedestrian Advisory Committee will use all of these factors to create a balanced program of projects that will best meet the short and long-term needs of San Mateo County's bicycling and walking population. In developing this balanced program, consideration will be given to other factors including the size of projects, geography impacted, population served, and other relevant information. Some of the important factors that in the past have influenced whether a project received funding or not include:

- Participation of a local jurisdiction's Bicycle/Pedestrian Advisory Committee, Council, and/or other organizations in the proposed project. Committees that include actual consumers are strongly encouraged.
- Assurance that at least one staff or board member of the sponsoring jurisdiction has personally biked and/or walked the proposed project route in order to gain first hand knowledge of the potential hazards and challenges that might exist for the potential users
- Extent of local match provided.
- The extent to which the project provides access to high use activity centers.
- The extent to which the project addresses an important safety issue.
- The extent to which the project addresses a priority in C/CAG's Comprehensive Bicycle Route Plan or a comparable Pedestrian Plan.
- Projects that focused on signage.

Please clearly identify in your application whether the project can be implemented in phases or divided into smaller usable components in case the Committee does not want to recommend the full funding requested at this time.

The following information must be submitted for each project:

- MTC TDA Article 3 required information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. In the past you were required to submit a separate "opinion of counsel." This new resolution format, once adopted by your governing body, will now meet all of these requirements. Instructions plus a sample resolution format and sample application form are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>. *(The MTC application form will not be required until your project has been selected for funding by C/CAG.)*

- Environmental clearance document.
- A detailed map showing project vicinity and location.
- A visual presentation describing the project (e.g., photographs, MS Powerpoint, etc.)
- Attach a brief description of your Bicycle and Pedestrian Advisory Committee and a copy of the minutes in which this Committee approved the submittal of the FY 2008/09 Transportation Development Act (TDA) Article 3 application.
- A completed C/CAG Bicycle and Pedestrian Advisory Committee TDA Article 3 Application for FY 2008/09.
- Evidence that the project is eligible for funding by ensuring that the items listed in MTC Resolution No. 875, pages 1 and 2, sections a. through h. are fully addressed. Some of these items may be covered through other parts of the application packet such as the resolution from your governing board.
- Attach additional sheets as needed to address all of the criteria included in the BPAC Scoring Sheet. Also provide any information that you feel would provide a compelling justification for the funding of this project.

If the above information is not included in the application, the application will not be considered.

Applicants must submit 15 (Fifteen) copies and one (1) unbound copy of the completed application packet, including all attachments. All complete applications must be received at the C/CAG office by January 11, 2008 at 5:00 p.m. Please submit applications to:

City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: John Hoang

If you have questions, please contact me at 650-363-4105 or email at jhoang@co.sanmateo.ca.us.

Sincerely,
ORIGINAL SIGNED

John Hoang

Enclosures:

1. Schedule for the FY 2008/09 TDA Article 3 Program
2. C/CAG TDA Article 3 Application For FY 2008/09
3. C/CAG TDA Article 3 Bicycle/Pedestrian Scoring Sheet

Schedule for FY 2008/09 TDA Article 3 Program

November 9, 2007	Call for projects
Nov/Dec 2007	Workshop (date to be determine)
January 11, 2008	Application deadline
February 2008	Field trip (dates to be determine)
Feb 28 & Mar 27, 2008	BPAC evaluates and make final recommendation
April 10, 2008	C/CAG Board Approval
May 2008	Submittal to MTC
July 1, 2008	MTC Approval

**C/CAG BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE
TDA ARTICLE 3 FISCAL YEAR 2008/09 PROGRAM
APPLICATION**

AGENCY:

FUNDS REQUESTED: \$ (maximum of \$100,000 per project)

PROJECT DESCRIPTION / OBJECTIVE:

I. PROJECT SCREENING

a. CALTRANS Standards

Explain how the project meets CALTRANS Standards.

b. CEQA approval? Yes ☐ No ☐

Date of approval

Note: CEQA document must be submitted with the application.

II. STATE OF READINESS

a. Make sure that the project proposal is complete and contains all required documentation. The more complete the application will result in a higher project score.

b. Right-of-Way certification required? Yes ☐ No ☐ N/A ☐

If required, Right-of-way Cert. completed? Yes ☐ No ☐

Comments:

c. Permits/Agreements approved? Yes ☐ No ☐ N/A ☐

List all permits and/or agreements approved/obtained to date:

Document	Date approved/ obtained

Comments:

- d. Comment on the status of design of the project, and indicate the percentage of design completed.

III. COMMUNITY SUPPORT

- a. Listed as "priority project" in the C/CAG Comprehensive Bicycle Route Plan or a recommended pedestrian plan. Yes ☐ No ☐

Plan:

Page:

- b. Local approval by bicycle/pedestrian (BPAC) organization?

Yes ☐ No ☐

Other organized groups with demonstrated knowledge of bicycle and pedestrian needs? (*examples: clubs, school committees, citizen coalition, combined citizens/public BPAC, etc*)

Yes ☐ No ☐

Comment on level of support. Attach approval documentation and show composition of relevant committee. (*examples: letters, meeting minutes, etc*)

- c. Funds requested: \$

Local match to be provided: \$

Local match percentage = $\frac{\text{Local match provided}}{\text{Funds requested}}$

= = %

IV. MEETS PROGRAM OBJECTIVES

- a. Does the project eliminate or mitigate the effects from an identified problem?
Yes ☐ No ☐

Explain:

- b. Bicycle and Pedestrian:

1. Does the project provide access to bicycle facilities in high use activity centers?
Yes ☐ No ☐

2. Does the project provide access to pedestrian facilities in high use activity centers?
Yes ☐ No ☐

Explain:

- c. Is commute use improved by the project? Yes ☐ No ☐

Explain:

- d. What is the relationship of the project to more significant bicycle or pedestrian routes? Explain:

- e. The project is consistent with or included in the following:
(Attach copy of documentation for item Nos. 1, 2, 3, & 4 as appropriate)

1. County or City facilities plan: Yes ☐ No ☐

2. Circulation element of general plan: Yes ☐ No ☐

3. C/CAG Comprehensive Bicycle Route Plan: Yes ☐ No ☐

4. Pedestrian Plan equal to "e.3" above: Yes ☐ No ☐

Plan:

Page:

- f. Comment on the level of local support:

V. SAFETY

How is safety improved because of the project? Explain:

VI. OTHER ITEM

(These Items are for information ONLY and will not be "scored" but may be used as a tiebreaker)

a. Can the project be partially funded? Yes ☐ No ☐

- If "Yes", how much? Explain:

b. Can the project be divided into phases? Yes ☐ No ☐

- If "Yes", describe the different phases and cost associated with each phase.

VII. PROJECT CONTACT INFORMATION

Primary Contact Person:

Telephone Number:

Email address:

Secondary Contact Person:

Telephone Number:

Email address:

**C/CAG Bicycle and Pedestrian Advisory Committee
TDA Article 3 Scoring Sheet**

AGENCY:	RATER:
PROJECT:	

I. PROJECT SCREENING	
a. Meets applicable CALTRANS standards	Yes <input type="checkbox"/> No <input type="checkbox"/> (No disqualifies project)
b. CEQA approval	Yes <input type="checkbox"/> No <input type="checkbox"/> (No disqualifies project)

	Scale	Max Points	Points Assigned
II. STATE OF READINESS			
a. Clear and complete proposal	0 or 3 (A zero score disqualifies project.)	3	
b. Right-of-Way Certification	0 – No 4 – Yes (Completed or Not Needed)	4	
c. Permits/Agreements obtained	0 – No 4 – Yes	4	
d. Project design completed	0 – No 4 – Yes	4	
Subtotal		15	
III. COMMUNITY SUPPORT			
a. Is a “priority project” on the C/CAG adopted Comprehensive bicycle Route Plan or an equal Pedestrian Plan.	0 – None 5 – Local Project 10 – C/CAG Project	10	
b. Local BPAC approval AND/OR Support from other organizations	0 – No Support 3 5 – General Support 7 10 – Strong Support	10	
c. Cost Sharing (Local Match as % of total requested funds)	0 – 0% match 2 – 10% match 4 – 20% match 6 – 30% match 8 – 40% match 10 – 50% match	10	
Subtotal		30	

IV. MEETS PROGRAM OBJECTIVES			
a. Eliminates or mitigates an identified problem area on a route that would otherwise provide relatively safe and direct bicycle or pedestrian travel.	0 to 10	10	
b. Bicycle and Pedestrian 1. Does the project provide access to or bicycle parking in high use activity centers? (Bicycle only) OR 2. Does the project provide access to recognized pedestrian facilities in high use activity centers? (Pedestrian only)	0 – No 5 - Yes	5	
c. Does the project provide for the improvement of bicycle or pedestrian commute use?	0 to 5	5	
d. Does the project provide connection to and continuity of more significant routes?	0 to 5	5	
e. Is the project included in a County or city facilities plan or circulation element of a general plan? OR Is it consistent with the C/CAG Comprehensive Bicycle Route Plan or an equal Pedestrian Plan?	0 to 5	5	
f. Is there demonstrated local support?	0 – None 2 – Little 3 – Moderate 5 - Strong	5	
Subtotal		35	
V. SAFETY			
Improves Safety	0 – None 5 – Little 10 – Moderate 15 – Substantial 20 - Significant	20	
TOTAL SCORE		100	